

MEDICAL SECRETARIES are responsible for the administrative and clerical work in medical offices, hospitals, other medical facilities, or private physician offices. They keep records, answer phone calls, order supplies, handle correspondence, bill patients, complete insurance forms, and transcribe dictation. They may keep financial records and handle credits, collections, and other bookkeeping duties. They greet patients, schedule appointments, obtain medical histories, arrange hospital admissions, and schedule surgeries.

Requirements

- ▲ High school diploma or equivalent.
- ▲ Type between 60 and 90 words per minute.
- ▲ Know medical terms and office procedures.
- ▲ Computer literacy and the ability to use medical software programs.
- ▲ Good written and verbal communication skills and basic math skills.
- ▲ Ability to complete and explain medical insurance forms.
- ▲ Good judgment and discretion in dealing with confidential medical records.
- ▲ Confidence in dealing with the public, both in person and on the telephone.

Wages

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| ▲ Medical Secretaries
Median hourly wage: | \$14.93 |
| ▲ Average annual wage: | \$31,911 |

Source: Occupational Employment Survey of Employers 2006 by EDD/LMID.

Medical Secretaries

Job Outlook

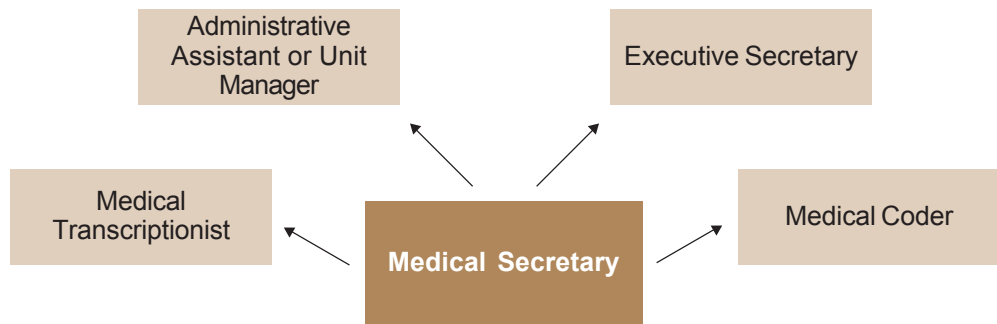
- ▲ Estimated number of Medical Secretaries in 2004: 30,500
- ▲ Estimated number of Medical Secretaries in 2014: 33,100
- ▲ Estimated annual job openings: 840

Source: Occupational Projections, EDD/LMID.

Sources of Information

- ▲ International Association of Administrative Professionals
(816) 891-6600
www.iaap-hq.org
- ▲ *California Occupational Guide*, No. 177
Medical Secretaries

Possible Career Paths



The skills, knowledge, and abilities acquired for the primary occupation provide a solid foundation for further growth in health career occupations. Additional education or training is often required.